

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

01/09/04

Does not confer to Civil Service Status

POSITION: **Recreation Aid (Intern)**
NF-0189-01

ANNOUNCEMENT# **NAF/OC 18-04**

Salary: \$5.15 per hour
LOCATION: MWR Dept., Naval Support Activity
Norfolk, VA 23511

CLOSING DATE: OPEN CONTINUOUS

AREA OF CONSIDERATION: Open

Position is for length of internship

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: This position will perform all or some of the following duties as assigned: Assists program staff with all aspects of recreational programs: assisting customers, answering questions about program offerings, instructing patrons in the proper use of equipment and/or providing game rules and oversight. Answers telephone, takes reservations for facility or programs. Provides information in regards to hours of operation, and upcoming events, etc. Checks I.D. cards to assure that only authorized customers utilize the facility/program. Issues and receives gear/equipment, ensuring the customer completes all requirements. Under supervision, may assist in planning an event, league or tournament and working it. Assists with program critiques and assessments, and documents lessons learned. Uses computer to key data, run reports, document scoring/statistics, or create program suggestions. May operate a cash register, ringing sales and providing correct change to patron. At end of shift, completes the Daily Activity Report (DAR), verifying the amount of money collected and dropping the cashier bag into the drop safe. Monitors activity within the assigned facility or at the assigned programs, circulating among the patrons to assist with basic use of the equipment/gear and to maintain good order and discipline. Warns patrons off disorderly behavior or unsafe techniques or practices being utilized. Attempts to resolve problems in a tactful, diplomatic manner, or reports to supervisor or manager on duty. Assists with cleaning/maintaining facilities, grounds or event areas. This may include general cleaning, including bathroom and locker areas, straightening equipment and accessories transporting/receiving supplies, transporting/setting-up/breaking-down and putting away displays, equipment, seating, tents, etc., and picking up trash and ensuring it is properly removed. Reports any maintenance problems, material deficiencies and unsafe conditions or discrepancies to the supervisor.

QUALIFICATIONS: Must be participating in a degree program in Recreation, Fitness, Leisure Activities or a related field at an accredited college/university, and work within guidelines prescribed. Must possess general knowledge of recreational programming and basic computer operating/keying, to include word processing and spreadsheet. Microsoft Word/Excel strongly preferred. Must be able to understand and carry out verbal and written instructions and be able to use basic math to perform inventory accountability and to compute transactions accurately. Must be skilled in customer service techniques, tact and good judgment. Must possess a basic knowledge in the use of equipment relating to the program. Where required, must possess CPR and First Aid Certification, or obtain within 30 days of hire. **Special Requirements:** This position is subject to an irregular tour of duty, which may include weekends and holidays. May be reassigned on an "as needed" basis to other facilities to cover staff shortages. Where required, must possess (or obtain within 30 days of hire) and maintain CPR and First Aid Certifications. Must possess and maintain a valid drivers license, as travel between facilities and sites is required.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)